



Museum of
**Natural
History**



Job title	Project Manager: HOPE for the Future
Division	GLAM (Gardens Libraries and Museums)
Department	Oxford University Museum of Natural History
Location	Parks Road, Oxford, OX1 3PW
Grade and salary	Grade 7 £32,817 – £40,322
Hours	0.4 FTE (15 hours a week)
Contract type	3 year fixed term contract
Reporting to	Deputy Director
Vacancy reference	143241
Additional information	Post available from November 2019



Project Background

The Museum of Natural History is embarking on an ambitious project, supported by the National Lottery Heritage Fund (NLHF) to deliver a plan of activity to safeguard the British Insect Collection and use it to inspire the public. The project is called HOPE for the Future: **H**eritage, **O**utreach and **P**reservation of **E**ntomology. This ties in to the history of the Collection as the original material was donated by the renowned entomologist Frederick William Hope in 1849. The project comprises three overlapping and integrated strands. It will:

- i. Move the historic British Insect Collection out of the historic Westwood Room and preserve it in sector-leading storage to enable easier and greater access, prevent future damage and thereby to protect the nation's natural heritage for future generations.
- ii. Restore the Westwood Room to its original 1860 condition and turn it into a beautiful, historic and multifunctional accessible space with an emphasis on the British Entomological Collection. The Westwood Room, once vacated and restored, will act as an inspiring new space to facilitate this engagement
- iii. Undertake an extensive community outreach and public engagement programme centred on British insects and other invertebrate animals to teach skills, engage new audiences and inspire a lifelong interest in the natural environment and conservation.
- iv. Safeguarding the British Insect Collection

Purpose of Role

An exciting opportunity has arisen to work as Project Manager on an ambitious project HOPE for the Future - Heritage, Outreach and Preservation of Entomology (HOPE); comprising three overlapping, integrated strands, relevant to National Lottery Heritage Fund outcomes and the Oxford University Museum of Natural History (OUMNH) Strategic Plan. Our main goal is safeguarding the British Insect Collection and using it to inspire the public. The Westwood Room, once vacated and restored, will act as a stimulating new space to facilitate this engagement.

You will be responsible for project management at outset to completion of this project; support the HOPE team to monitor activity throughout the project; and produce two formal evaluation reports for the National Lottery Heritage Fund (NLHF).

You will work with and report to the Project Team and Steering Group and support teams across OUMNH to ensure all work and reports are delivered on time, to the required format and content.

Responsibilities

The key responsibilities of the Project Manager will include:

- Keeping overall track of the project against the agreed activity plan
- Liaising with the team members to ensure all the targets are met on a timely basis
- Overseeing the delivery of key strands of the project and supporting the initiation of key work

- Oversight of the budget to ensure key reporting deadlines and conditions are met
- Attending all the Project Steering Groups and reporting to the Project Board
- Initiating the evaluation of the project and setting key dates for collation and reporting
- Ensuring that the profile of the HOPE Project is maintained through marketing and social media
- Preparing the documentation to report back to the funding body, NLTF on a quarterly basis
- Maintaining effective communication with internal staff and external partners
- Facilitating Team meetings and coordination between the key strands of the Project
- Carrying out other comparable duties as may be required by the Deputy Director

Person Specification

Experience: Essential

1. Demonstrable experience of undertaking monitoring and evaluation of NLHF projects of a similar scale and scope similar to HOPE for the Future.
2. Evidence of three or more years of project management involving partners, volunteers, community groups, schools and a diverse range of participants.
3. Demonstrable experience of using a range of methodologies to monitor and evaluate activities and projects.
4. Excellent ICT skills, able to use Microsoft Office software with confidence.
5. Ability to communicate effectively both verbally and in writing to a range of audiences/participants including colleagues and members of the public.
6. Ability to effectively organise own workload and ensure monitoring and evaluation reports are completed to timescales.
7. Flexibility and a desire to work in a co-operative, collaborative way with other individuals and teams within the organisation.
8. Educated to degree level and/or demonstrable experience of project monitoring evaluation of heritage projects.

N.B. this description is designed to give an overall view of the role and is not a definitive list of tasks

For further details please contact the Deputy Director, Janet Stott, janet.stott@oum.ox.ac.uk

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Oxford University Museum of Natural History

Oxford University Museum of Natural History was opened in 1860 and houses the University's extensive scientific holdings of natural history, which are used for research, teaching, and public engagement with science. The holdings are currently organised into three collection areas: Earth, Life and Print & Digital. The Museum is 'Designated' by Arts Council England as having collections of national and international importance, and these comprise around 7 million specimens that are second in importance only to the national collections. The building, which is Grade 1-listed, is regarded as one of the finest examples of Victorian architecture in Britain, with its glass roof supported by iron pillars, and internal decoration that has a strong association with the Pre-Raphaelite movement.

The Museum is one of the most visited science museums in the UK with around 800,000 visitors per year, including over 37,000 school visitors, making it the most popular non-national science museum in the UK and the second most visited university museum in the world (behind the Ashmolean). The public engagement team have a national reputation for excellence and innovation and offer a wide range of programming to a diverse audience base from under 5s through to older learners. The public engagement team works closely with the collections, research and operations teams to deliver the museum's ambitious strategic plan.

The museum programmes a series of contemporary science and society exhibitions. This series aims to connect the research power of academic departments with the University of Oxford with the very large audiences visiting the museum. This connection between research and the public is enabled by the third distinctive ingredient – the multiple award-winning public engagement team of the museum, in partnership with public engagement officers embedded within the departments. Together, these three

components provide the University of Oxford with a unique combination of capabilities and opportunities for public engagement in research. Each inter-disciplinary exhibition is based around a theme relating to the science of the natural environment that aims to draw together different strands of research from across the academic divisions, preferably in an area that has societal relevance or controversy and aims to make complex concepts and datasets accessible to the general public in a balanced but authoritative way.

Earth Collections. There are in excess of 350,000 fossil specimens in the museum, including over 4,700 type and figured specimens. Of particular importance are the Early Palaeozoic invertebrates, the Jurassic vertebrates (including dinosaurs and marine reptiles) and Lyell's Tertiary molluscs. The collections also include around 33,000 minerals, meteorites and gemstones, and 100,000 petrological specimens of worldwide provenance.

Life Collections. Five million entomological specimens, with 30,000 catalogued types, constitute a globally leading entomology collection. They include major historic British collections, and foreign collections covering most orders, but are particularly strong in Old World butterflies, cockroaches and bees. There is also the important Pickard-Cambridge spider collection. The other zoology collections contain an estimated 300,000 specimens, including over 1,000 type and figured specimens. Most important are the worldwide collections of mammals, birds, and crustaceans, and internationally significant collections of other marine invertebrates. The Life Collections include historically and scientifically important material collected by the Tradescants, Darwin, Wallace and Livingstone. Only a small part of the collections is on public display in the museum court, and the majority of specimens are held in a variety of onsite and offsite stores.

Print & Digital. The archives contain internationally important material relating to the development of natural history, particularly geology and entomology, from the Enlightenment through the 19th century and into the 20th.

Current research within the museum includes is centred on four themes: animal origins, arthropod evolution, digital morphology, and heritage, culture and society. Related collections-based research is also undertaken in the nearby Department of Earth Sciences (www.earth.ox.ac.uk), the Department of Zoology (www.zoo.ox.ac.uk) and the School of Archaeology (www.arch.ox.ac.uk).

The collections are intensively used by the UK and international research communities, and in a typical year the Museum lends 5,000-9,000 objects to global institutions for research, whilst receiving 100 research visits and answering 450-500 research enquiries.

For more information please visit: <http://www.oumnh.ox.ac.uk>

Gardens, Libraries and Museums Division (GLAM)

GLAM comprises the Bodleian Libraries, four museums (Ashmolean, History of Science, Natural History, and Pitt Rivers), and the Botanic Garden and Harcourt Arboretum. These are the major collections of the University and comprise one of the finest groups of university collections anywhere globally, collectively attracting over 3 million visitors per year. Whilst in their own way they provide services to the academic community (and others), they are also directly engaged in the academic endeavour of the University, including research and teaching.

The academic departments of the University are divided into four divisions: Humanities; Mathematical, Physical and Life Sciences; Medical Sciences; and Social Sciences. The collections as a group have strong connections with all of the academic divisions.

For more information please visit: <http://www.admin.ox.ac.uk/glam/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.